



## HOW TO POST ON THE WEBSITE

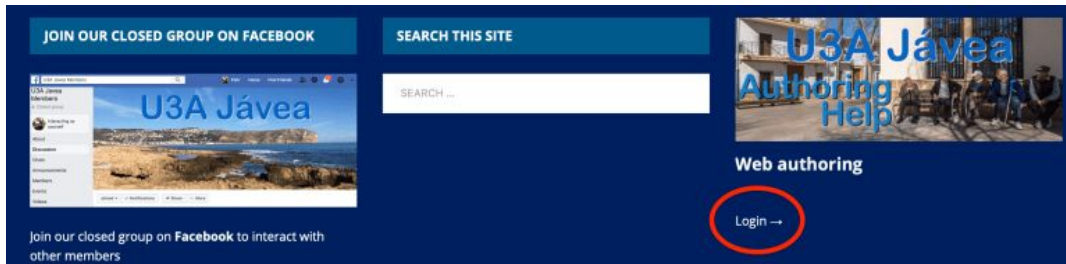
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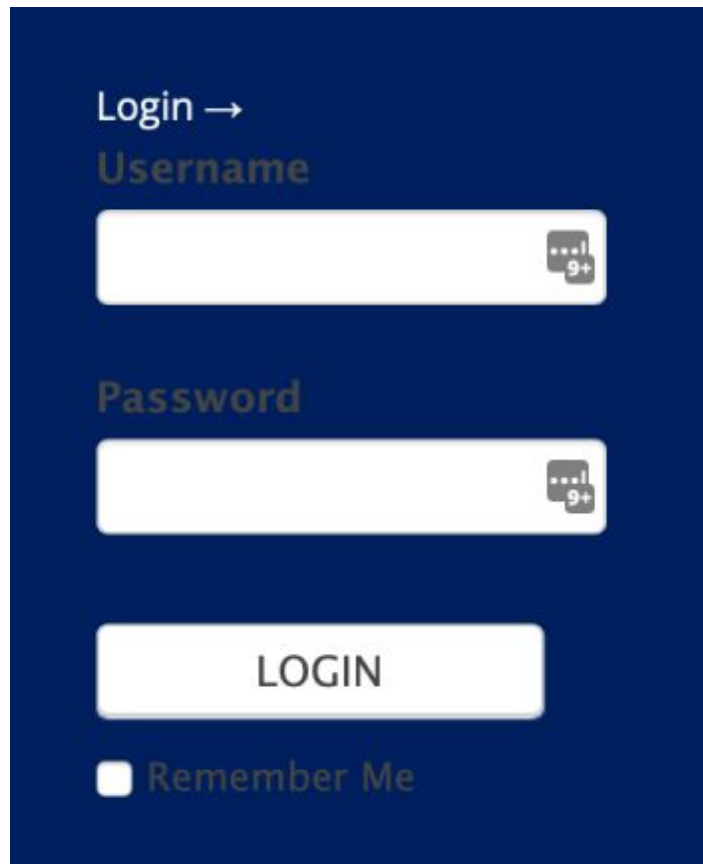
## HOW TO POST ON THE WEBSITE

# Login procedure

In order to author posts and events you have to be **logged into** our website.



You will find the Login link at the bottom right of every page on our website.

A screenshot of the login form. It has a dark blue background. At the top, it says "Login →". Below that, there are two input fields: "Username" and "Password". Each input field has a small icon of a speech bubble with "9+" next to it. Below the input fields is a white button with the text "LOGIN". At the bottom, there is a checkbox followed by the text "Remember Me".

When you click on the Login link, you will be presented with the above form. Enter your username (usually the email used to create your account) and your password. You Can click on the box Remember Me if you are using your personal computer – *not if you are using a public one*

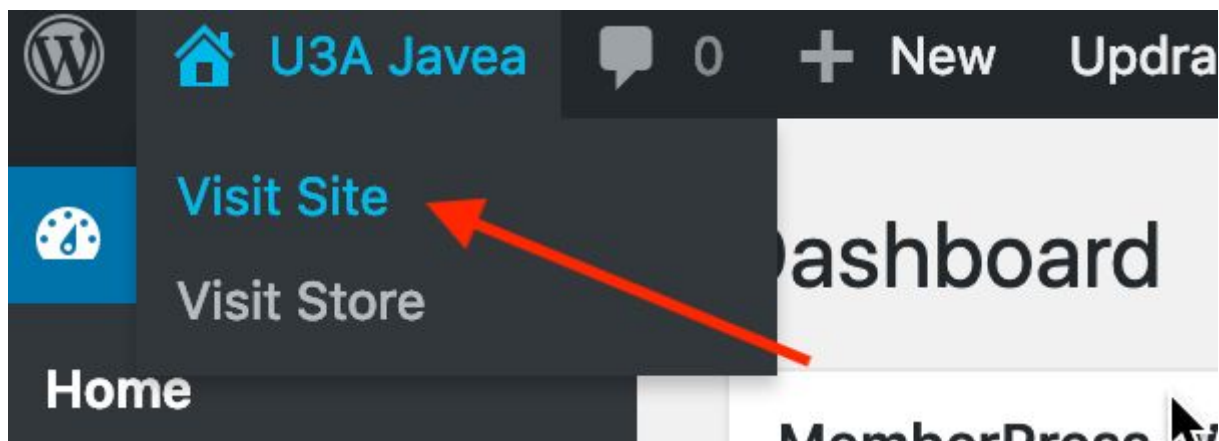
Use the credentials you have received from the web administrators. If you did not receive them or mislaid them, please send an email to: [webmaster@u3ajavea.com](mailto:webmaster@u3ajavea.com).

# LastPass...

Please note that, for security reasons, we use **strong passwords**, generated automatically. As the average human is unlikely to remember them, we recommend the use of a **password manager**, like LastPass <https://www.lastpass.com/> – it's free and it's compatible with PCs, Macs, Android and iOS devices.

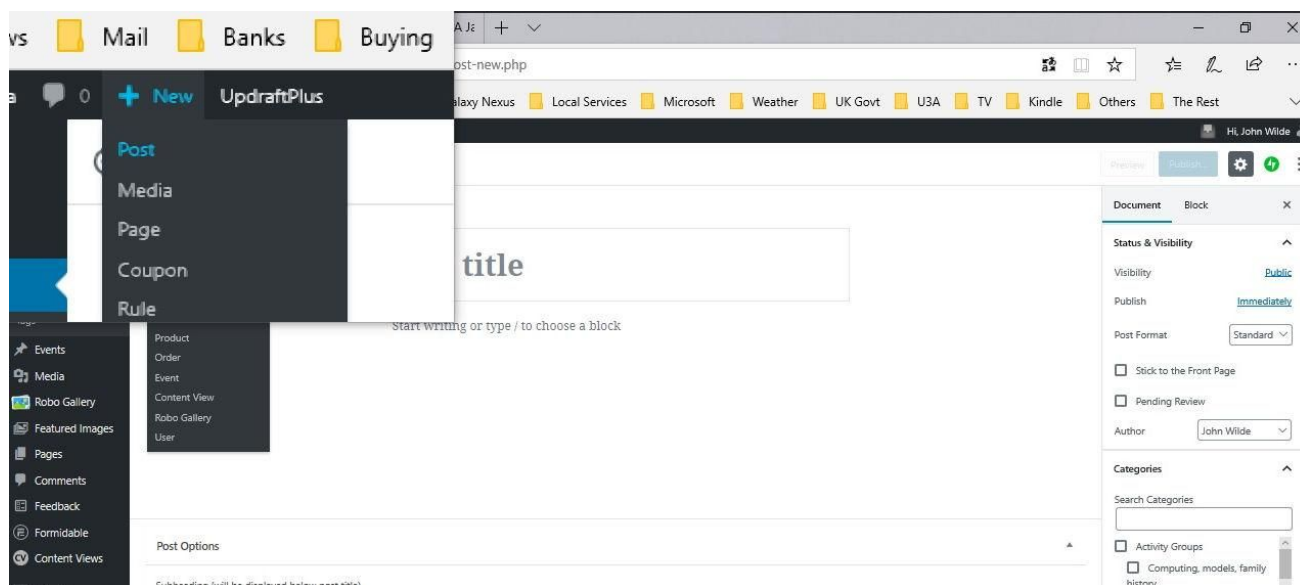
Of course there are other password managers and, if you already have one, you can use it, by all means or you can write it down somewhere safe that you can access easily.

Once you login successfully, you will see a screen similar to this:

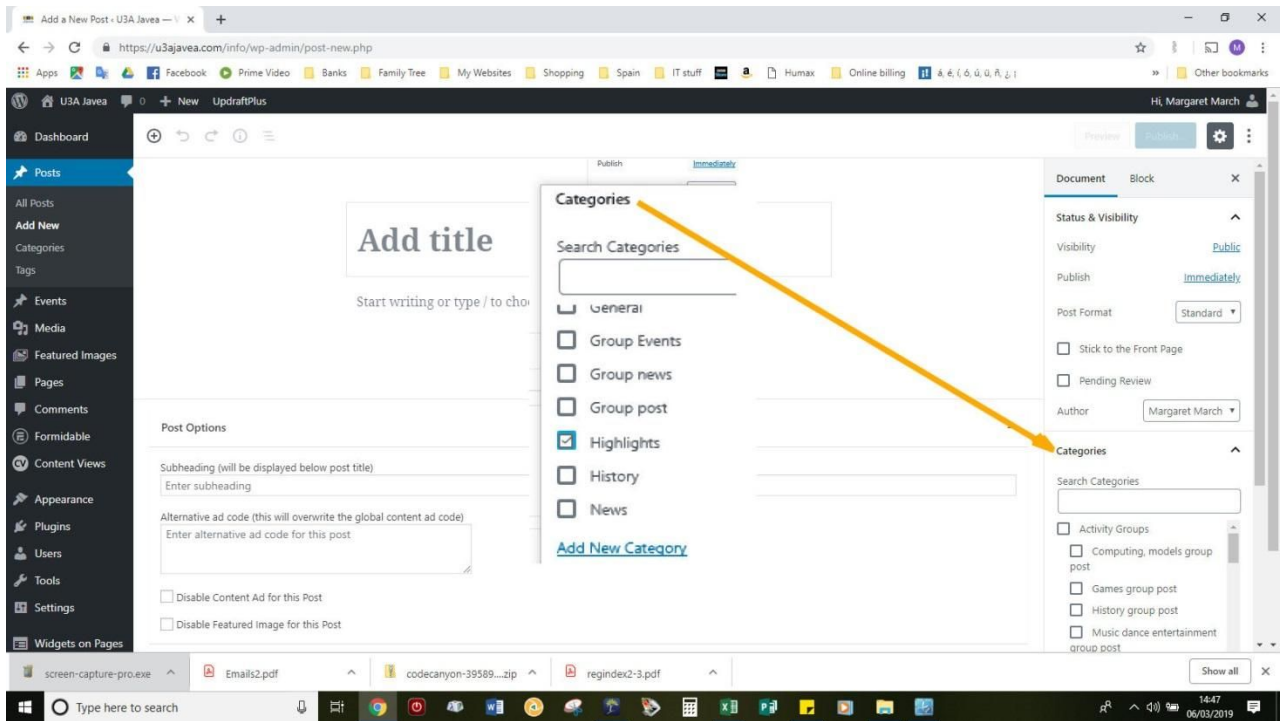


Click on U3A Javea and select Visit Site to go to the site.

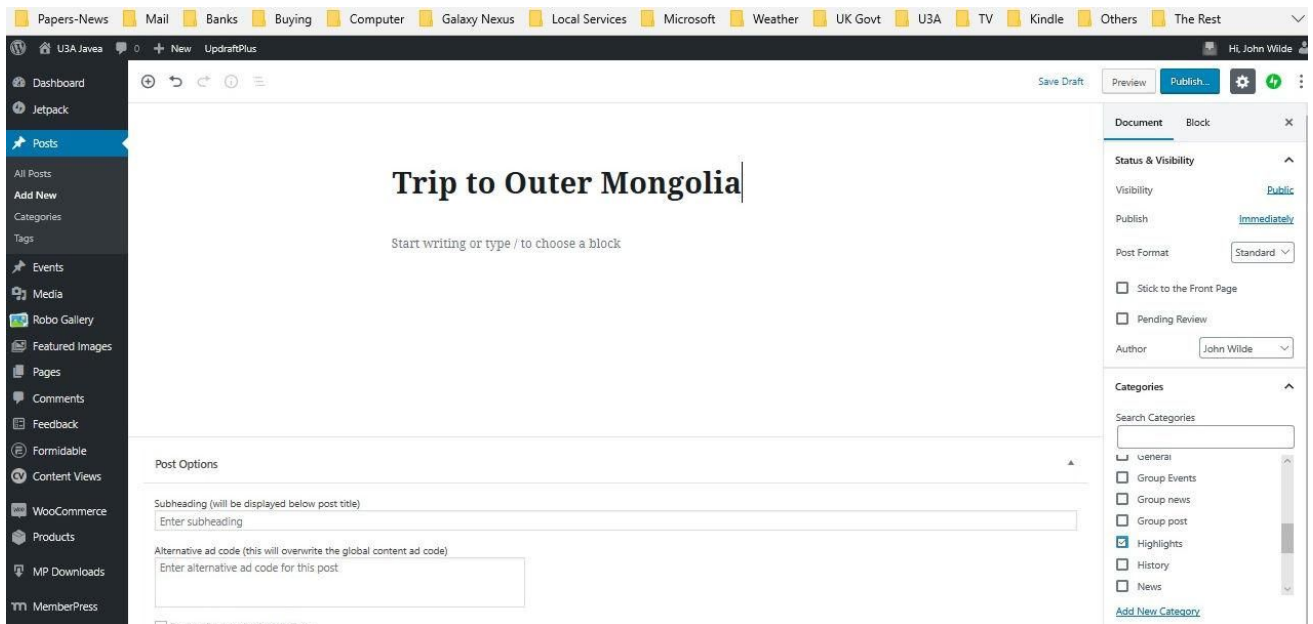
# Create a post



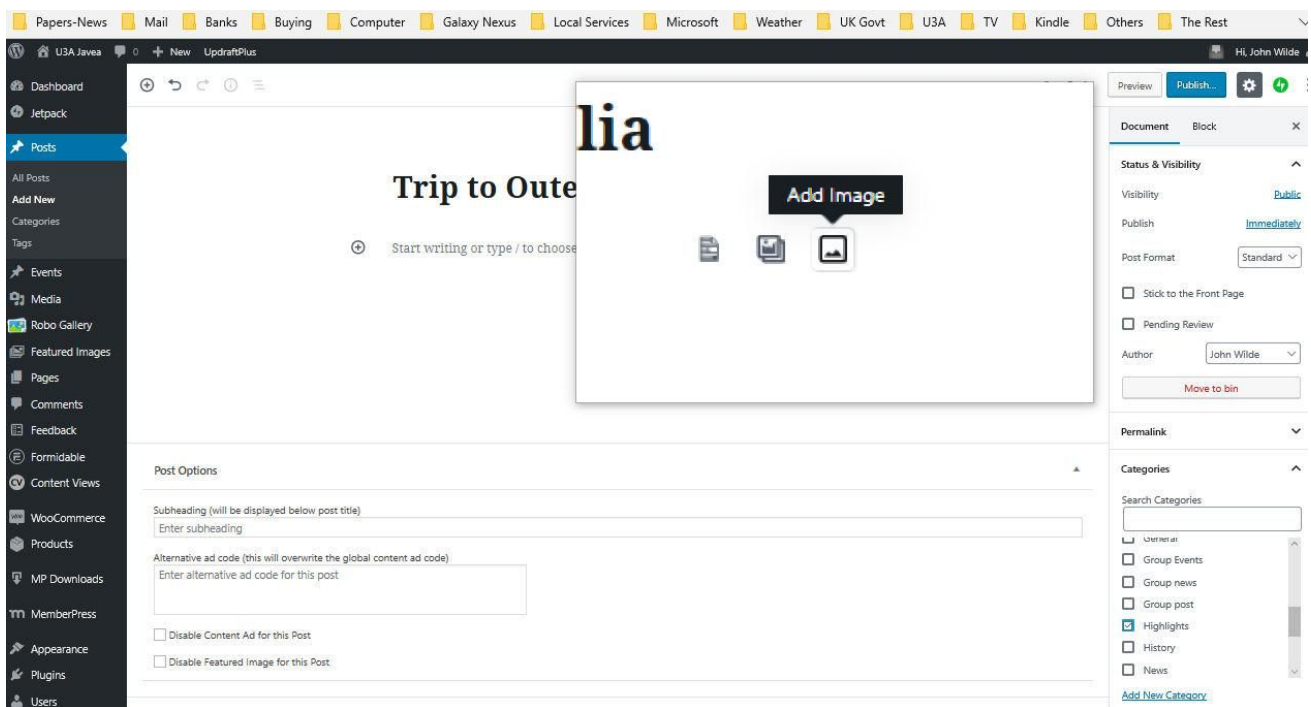
- Click – + New
- Select – Post



3. Next screen – ignore the black column to the left. Look at the column on the right and under the heading Categories select the category of your post so that it will appear in the correct place on the website front page and anywhere else it needs to go. You will be told which categories you should use but it will generally be Group News or might also be Highlights.

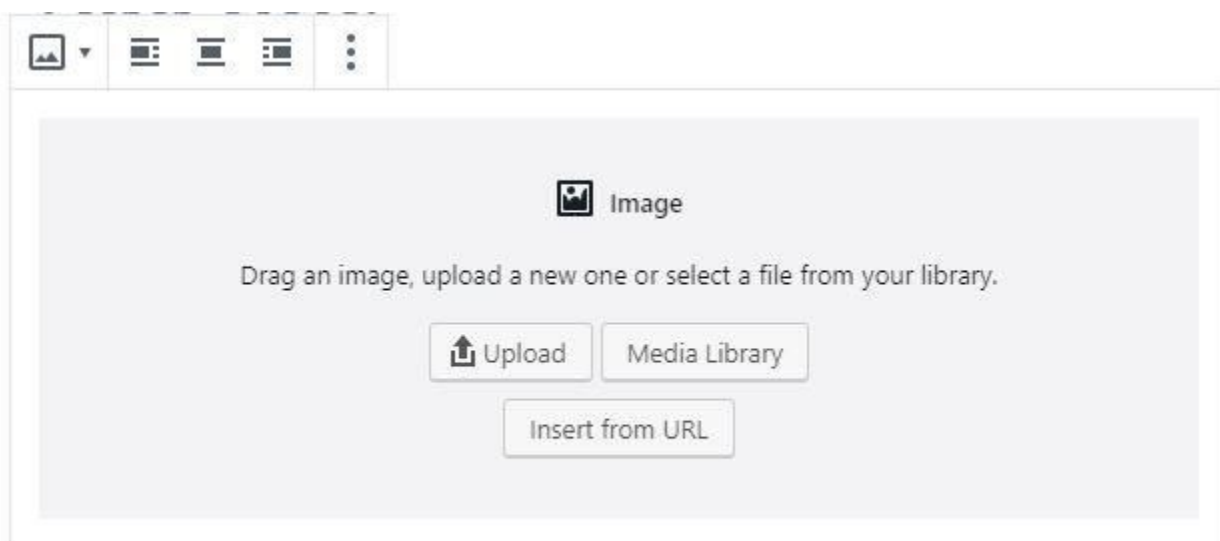


4. Type your title – eg. Trip to Outer Mongolia



5. Next decide if you need to add a picture – click the small square icon you can see below the title.

6. The next action is to select the image either from the library of photos already on the site or upload one - you get these options in the box shown below

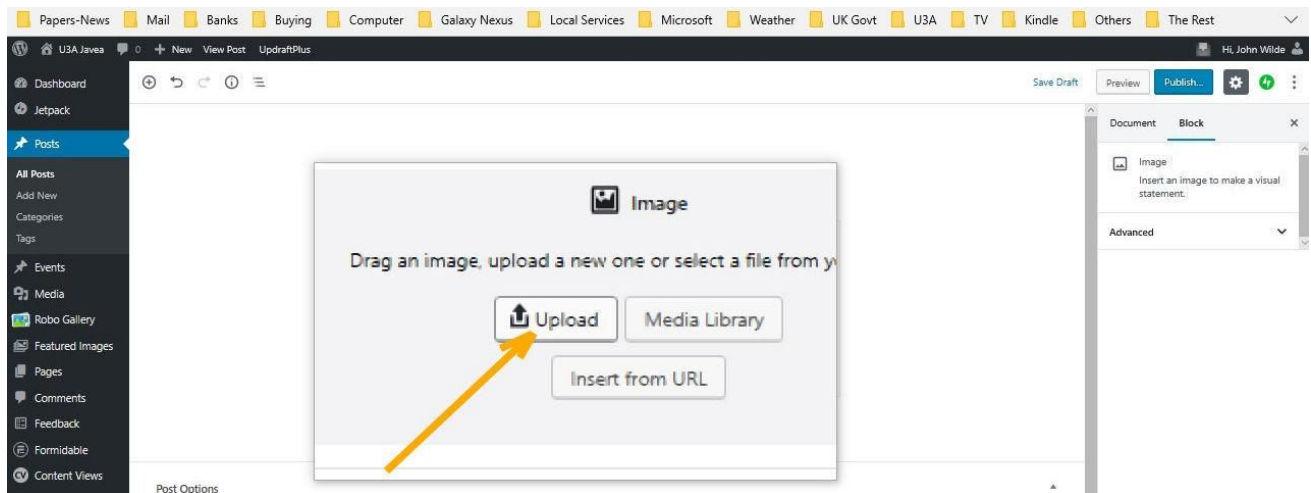


The choices are:-

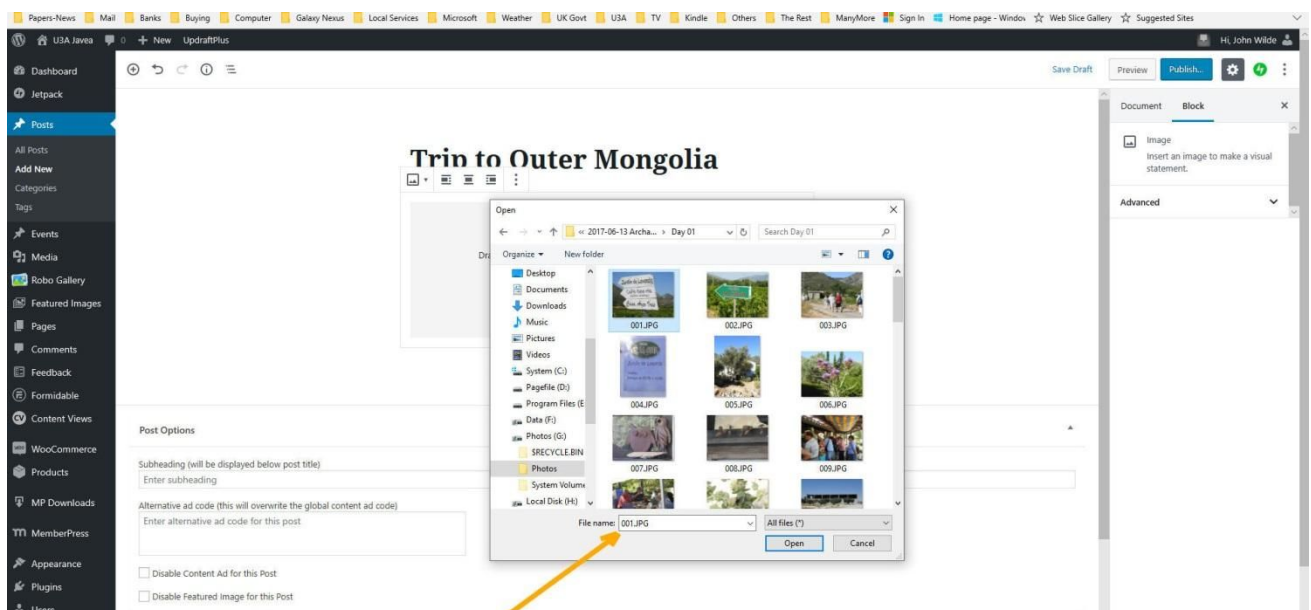
**Upload** – this option allows pictures to be uploaded from your computer.

**Media Library** - this option allows pictures to be selected from the Media Library .

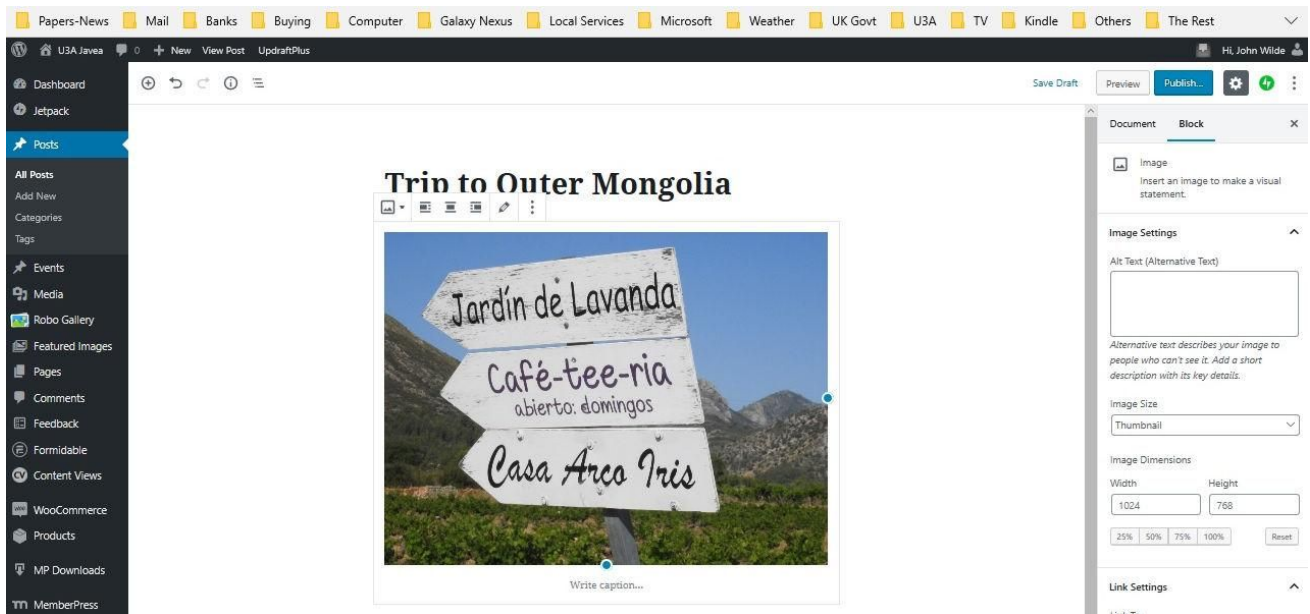
**Insert from URL** - this option allows pictures to be selected from an external source.



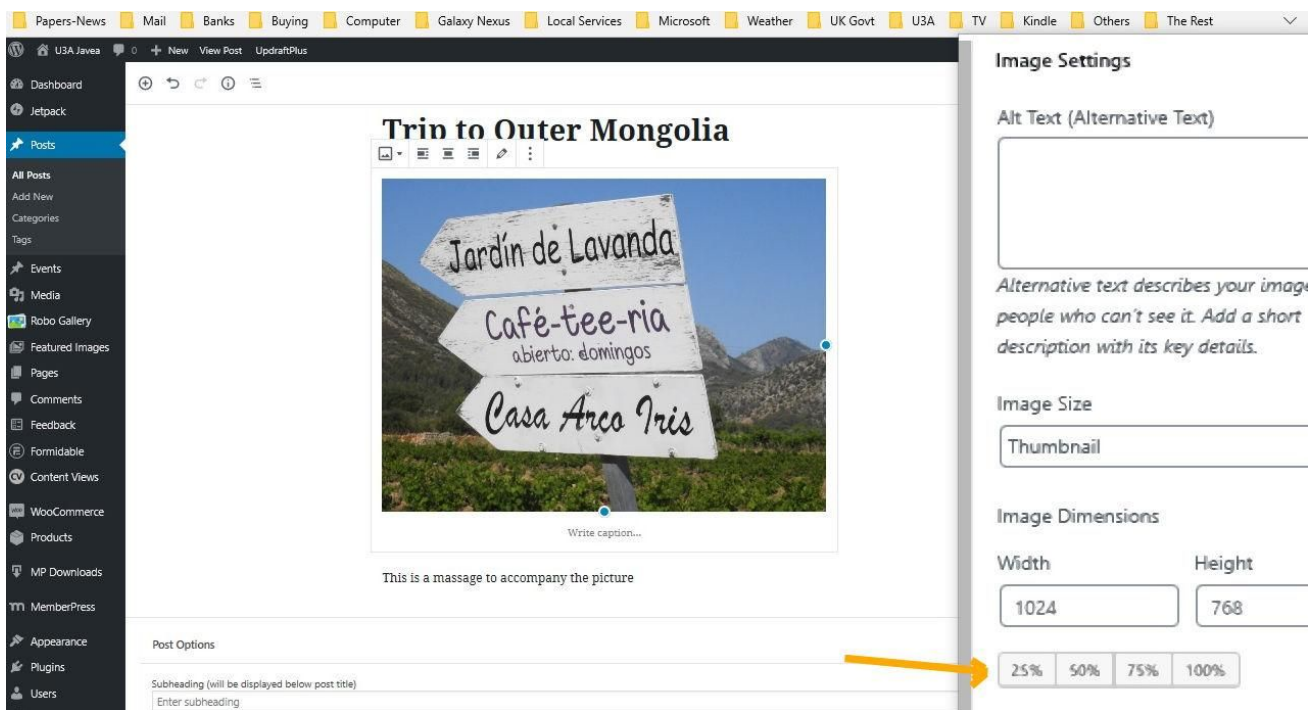
7. Select the option you want to use, if you select Upload - a window opens asking you to select the photo from those on your device.



8. Navigate to the folder where you've saved it. Select the photo so that its name appears in the white bar at the bottom of the window, then click 'open'.



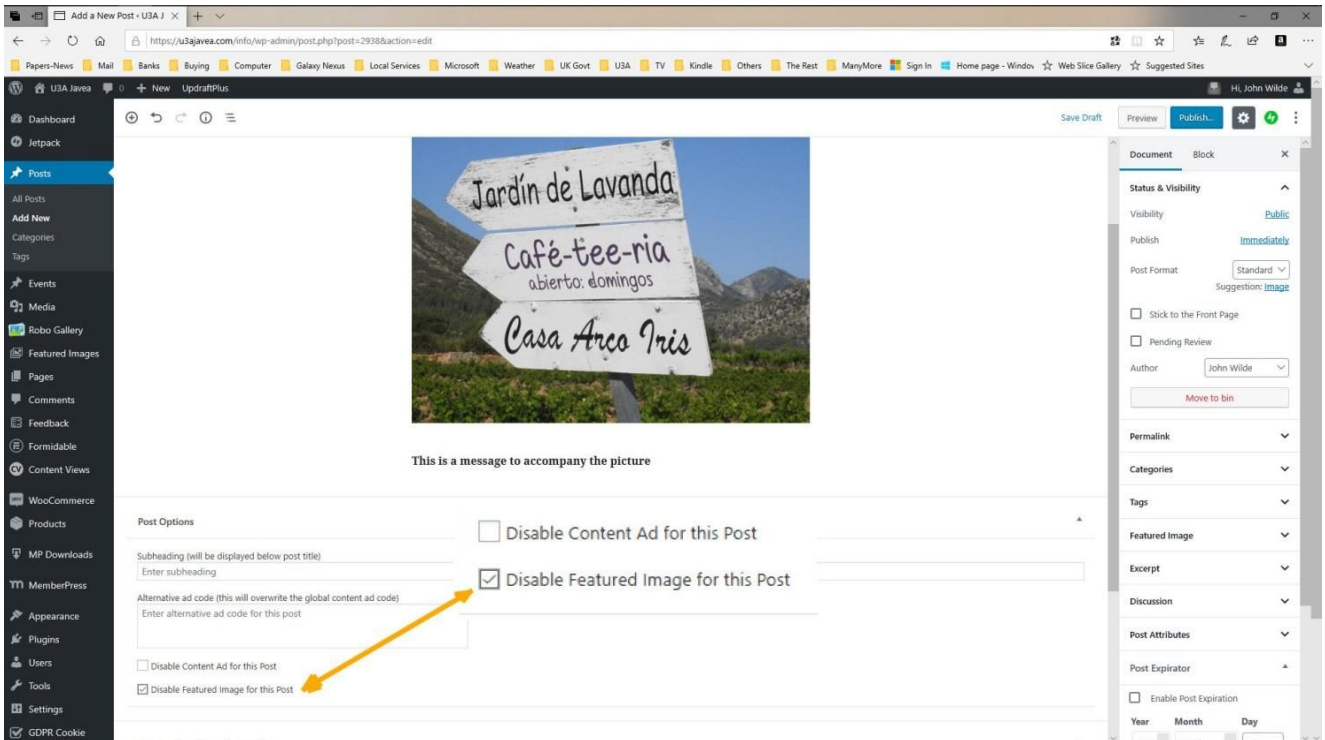
9. Your photo then appears in the post you are writing and is added to the Media Gallery on the site for you or anyone else to use again.



10. If your image is too big or too small you can alter the size of it by clicking on it to get the options panel at the right hand side. Select the percentage size you want to suit your layout. You can also at this point make it so that your photo can be downloaded.

11. Scroll down from the resizing options to Link Settings. Click on the down arrow under where it says 'Link To', select Media File.

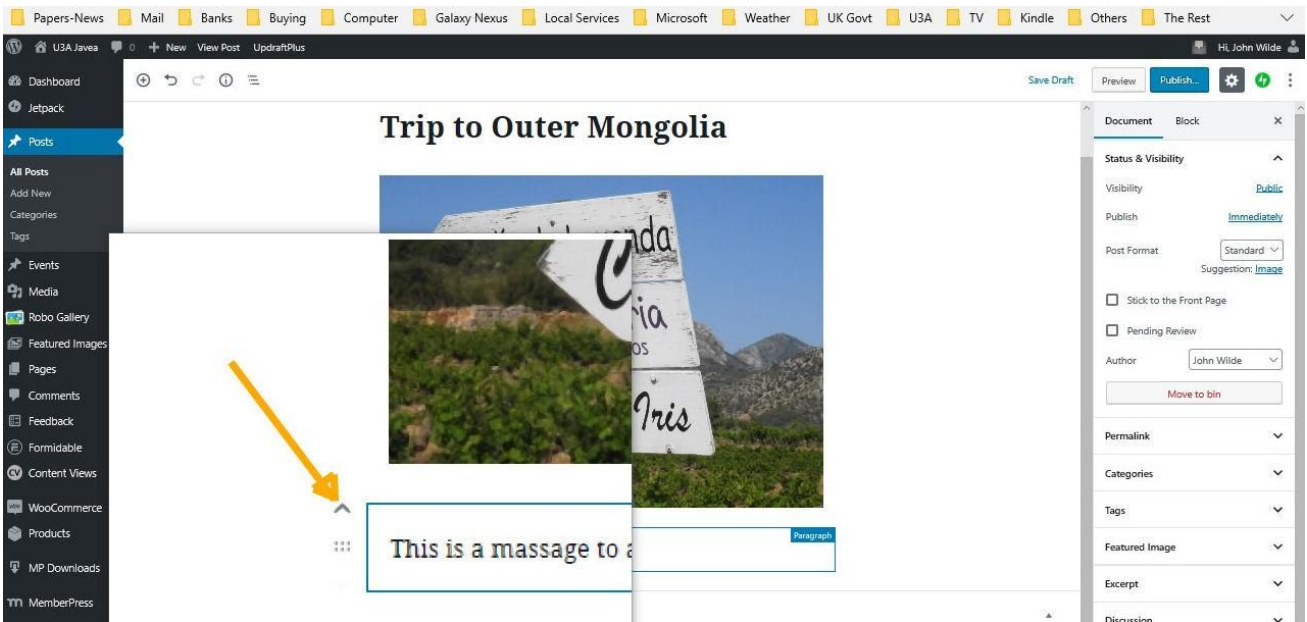




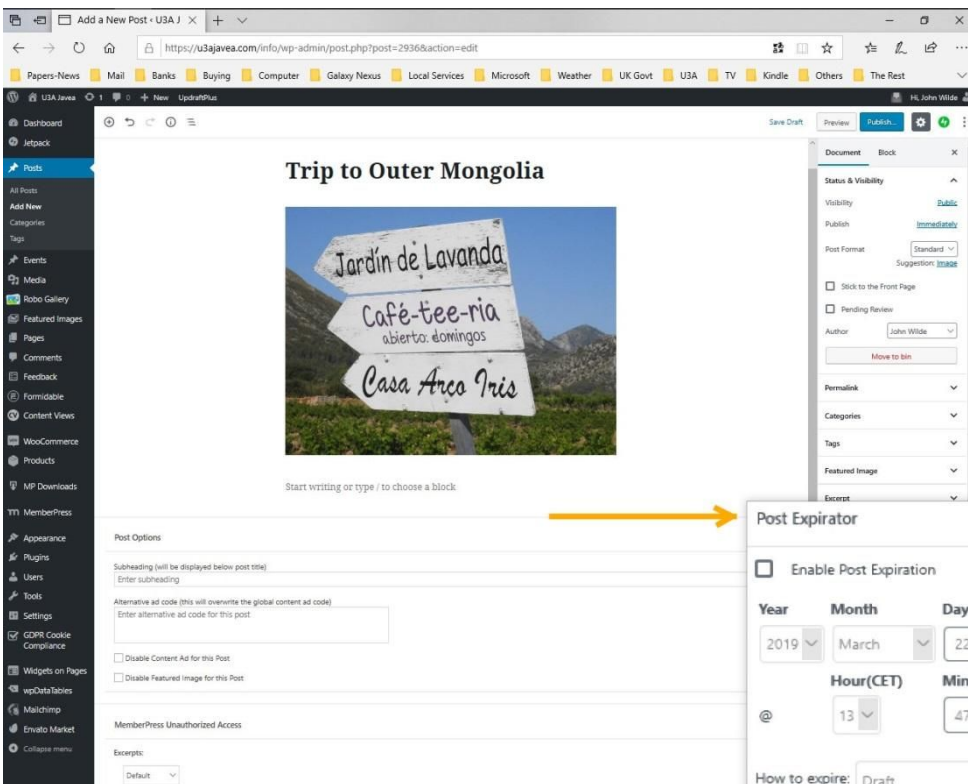
11. You now need to 'disable the featured image' option which is a tick box in the section below under Post Options. Your photo will still be seen in the place where you put it but won't be duplicated when it appears on the site which it would otherwise if you don't tick this box.



12. If you have added a picture and now want to write your message you just place your cursor in the space below and start typing. Everything you put in your post goes in blocks which you can move around if you decide you want to say things in a different order.



13. If you put your cursor to the side of a photo or text block you get a hand symbol with up and down arrows, click and you can then move the block to another place in your post.



14. The **Post Expiration** allows you to set a date and time on which your post will automatically be deleted or undergo some other action.

## Enable Post Expiration

Enable Post Expiration

**Year**      **Month**      **Day**

2019      March      31

**Hour(CET)**      **Minute**

@      17      22

How to expire: Draft

Click on Enable Post Expiration, then select a date and time when the post should expire

Enable Post Expiration

**Year**      **Month**

2019      March

**Hour(CET)**      **Minute**

@      17      22

How to expire: Draft

- Draft
- Delete
- Trash
- Private
- Stick
- Unstick
- Category: Replace
- Category: Add
- Category: Remove

You will see a menu of choices what to do when the date and time are reached

How to expire: Category: Replace ▾

Expiration Categories:

<input type="checkbox"/>	History
<input type="checkbox"/>	News
<input type="checkbox"/>	Services
<input type="checkbox"/>	Site Info
<input type="checkbox"/>	Spanish culture cuisine
<input type="checkbox"/>	Travel
<input type="checkbox"/>	Travellers Tales
<input type="checkbox"/>	U3A
<input type="checkbox"/>	U3A communications

*Taxonomy Name: category*

Option to replace the category - select the new category the post should have after expiration

Year 2019 Month Ho

@ 1

How to expire ✓

- Draft
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- Expiration Categories:
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Taxonomy Name: category

Further options concerning categories for expired posts.

# Preview before publishing



15. **Preview** what your post will look like by clicking the button 'Preview' at the top right hand side of the window. This shows you how it will look when it is published on the website.

16. All posts will be seen by the Groups Coordinator before publication until you are given full editing rights. This will be at the discretion of the Groups Coordinator and the Webmaster having seen a number of your posts and agreeing that they are consistent with the website image etc.



17. Your final action when you are happy with your post is to look at the Status and Visibility options at the right hand side to decide if you need to change for any reason. Click to publish if you are happy with what you have done.

18. Next send an email the Groups Coordinator [groups.coordinator@u3ajavea.com](mailto:groups.coordinator@u3ajavea.com) to say you have a post ready for checking and publishing.

# Hints and Tips

Remember you are sending something to the **World Wide Web** so anyone anywhere in the world can see it.

1. Assign clear, short titles

2. Always write in short clear sentences
3. Aim your message at an unknown audience in a friendly manner, don't personalize it to your group members
4. Avoid the use of jargon or acronyms that non-members might not understand
5. Try to be clear and concise but include all relevant details for your reader
6. Keep in mind your and other people's privacy and safety
  1. Use only the official U3A email address
  2. Don't include your own or anybody else's personal email, telephone number or home address
7. Try not to cut and paste from another document as the text will be converted to the one set for the site and may not look right after conversion
8. Photos (jpeg, jpg or png) that you upload need to be good quality, at least 1024 pixels for the width
9. Do not use compressed or small photos as they will not look good when the site automatically expands them - they will be pixelated and fuzzy
10. If in doubt, check with the Groups Coordinator or the web administration team

## Authoring Help on our site

You will find further **authoring help** on our website at: <https://u3ajavea.com/info/authoring/>

